

## PARKING MANAGER

### NATURE OF WORK

This is responsible professional and technical work managing the public parking garages and lots of the City of Lincoln.

Work involves responsibility for oversight of the contractor selected to manage the public parking garages and lots; selection of design consultants and construction consultants for the construction of new garage facilities and parking lots; establishment of recommended user fees; and formation of the annual budgets and capital improvement programs for the construction and operation of all public parking facilities. Work also involves the completion of a comprehensive downtown parking study approximately every four to five years. Work is performed under the general supervision of an administrative superior who reviews the work through conferences, reports and results achieved. Supervision may be exercised over subordinates.

### EXAMPLES OF WORK PERFORMED

Oversees the contractor selected to manage all parking garages and lots; conducts weekly meetings with contractor and individual garage managers and office managers to address employee issues, customer concerns, parking programs, etc.

Prepares requests for proposals for the selection of design consultants for parking garages and lots and serves on selection committees; arranges and conducts design meetings for all new parking facilities to gain public input regarding design of facilities; holds regular progress meetings during construction of the parking facility with contractor and all affected parties.

Prepares annual operational budget for parking facilities and annual capital improvement program for the construction and maintenance of parking facilities; annually reviews and recommends changes to parking enterprise user fees; reviews all invoices for the construction and operation of all parking facilities.

Assists in the preparation of data needed to issue parking revenue bonds.

Conducts comprehensive downtown parking study every four to five years or as needed.

Conducts meetings with groups of parking customers to assess needs or explain details of parking programs; works with various downtown management associates, garage managers and various political entities in the establishment of new parking programs; reviews efficiency and effectiveness of parking programs on an annual basis..

Communicates with community and neighborhood organizations, State of Nebraska,

University of Nebraska-Lincoln, federal government, major hotels and others to insure efficient use of all parking facilities and to coordinate parking programs.

Responds to City Council, administrative and customer requests for information regarding parking facilities.

Performs related work as required.

#### DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of the principles of contract management.

Thorough knowledge of the parking programs of the City of Lincoln or cities of comparable size.

Considerable knowledge of the principles and methods of municipal finance, budgeting and accounting.

Ability to establish and maintain effective working relationships with government officials, citizen groups, professional organizations, co-workers and the general public.

Ability to plan, organize and monitor a variety of activities.

Ability to communicate effectively both orally and in writing.

#### DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university with major course work in construction management, public or business administration or related field and considerable experience managing public parking garages and lots.

#### MINIMUM REQUIREMENTS

Graduation from an accredited four year college or university with major course work in public or business administration or related field and experience managing public parking garages and lots; or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

Approved by: \_\_\_\_\_  
Department Head

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Personnel Director

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